

Customer Number (this number will be assigned by RMRC)_____

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

Rocky Mountain Regional Cooperative Administrative Support Unit (RMRC)

AND

Ordering Agency, Bureau, and Program Office

The Rocky Mountain Regional Cooperative Administrative Support Unit (RMRC) is a FAR-compliant, entrepreneurial Federal government reimbursable program that provides cooperative partnering in the acquisition and delivery of commonly needed services and support. RMRC works with customer agencies to identify requirements; leverages the buying power of the Federal government to effectively reduce the cost of products and services, while also shortening delivery times; and permits each customer agency to devote more resources to its core mission. The Cooperative Administrative Support Unit was established by the President's Council on Management Improvement in 1986 and is sponsored by the Interagency Council for Administrative Management.

This Memorandum of Understanding is executed pursuant to the authority of 42 U.S.C. 231, which established the Health and Human Services Service and Supply Fund. The purpose of this Memorandum of Understanding is to provide for the management and operation of selected administrative services provided by the RMRC at the Denver Federal Center, Denver, Colorado. These services are provided in accordance with the provisions of the National Cooperative Administrative Support Unit (CASU) Program Policies and Procedures issued by the National CASU Board of Directors and under the direction of the local RMRC Board of Directors, constituted of the Denver Federal Executive Board (DFEB) Executive Committee.

1. SERVICES

The RMRC currently offers the services identified in Exhibit A with in-house government employees or through contracts with commercial vendors. The service listing is updated annually. The service listing, request for service forms, charter, by-laws, and other useful information are posted on our web site at www.rmrc.casu.gov

2. BILLING FOR SERVICES

All RMRC costs are recovered through charges to the participating agencies on a fee-for-service basis. The charges are based on actual costs of providing the services. Total costs are billed at least monthly via the Intergovernmental Payment and Collection (IPAC) System, IMPAC Credit Card, or by SF1080 as mutually agreed to by the RMRC and ordering agency. Billing statements are available to customer agencies through a web-based on-line viewing system, and supporting documentation for the billings will be provided upon request.

3. EVALUATION

Evaluations of financial status, business practices, and the effectiveness and economy of the RMRC and the level of service delivery in relation to performance standards will be conducted in accordance with National CASU Board and the DFEB Executive Committee guidance.

4. TERMINATION

Member agencies may withdraw from participation in the RMRC by providing 30-day written notice to the RMRC Executive Director and the Chairperson, DFEB Executive Committee. If a service provided by RMRC is to be terminated, at least 120 days written notice will be given to customer agencies.

5. OPERATING PROCEDURES

Implementation of operating procedures and performance standards for the services to be provided will be the responsibility of the RMRC Executive Director. All differences of opinion regarding services provided, performance, or operating procedures will be referred initially to the RMRC Executive Director. Differences regarding procedures and policies that apply to multiple agencies shall be referred to the DFEB Executive Committee for resolution.

6. TERM OF AGREEMENT

This agreement is effective on October 1, 2005, or upon receipt of a signed copy (whichever is later) and will remain in effect on the same terms and conditions for 5 years, until it is revised to provide for current conditions, or until it is terminated under the provisions of paragraph 4.

This Memorandum of Understanding is executed on this date_____

BETWEEN

Rocky Mountain Regional CASU
P.O. Box 25305
Denver, CO 80225
303-236-1942
Fax: 303-236-0016

By: _____
Susan L. Sutherland
Acting Executive Director, RMRC

AND

By: _____
Name

Signature

Title

Address

City, State, Zip

Phone and Fax

NOTE TO CUSTOMER AGENCY: Please attach a list of agency components that are allowed to order services under this Memorandum of Understanding. Include points of contact and their addresses and phone numbers.

The information on this Profile Sheet will be used to help us provide billing information, funding balances and general correspondence to the correct people within your agency/department. Thank you for providing updated information.

RMRC CustomerNumber_____

Agency Profile Sheet

Agency Name: _____
(Include Agency, Bureau, and Program Office)

Agency Liaison: _____
(Person who coordinates business with RMRC)

Agency Physical Address: _____

Mailing Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

THE FOLLOWING CODES ARE REQUIRED--YOUR PAYING OFFICE SHOULD KNOW WHAT THEY ARE.

Agency Location Code: _____ DUNS Number: _____ TAX ID: _____
(Note: DOD may use their DODAC number instead of a DUNS number)

FACTS DEPT ID _____ (also known as the Trading Partner Code) listing of codes is found at www.rmrc.casu.gov Click on "Join Us", then "Trading Partner Codes".)

FACTS BUREAU ID (HHS Bureaus Only) _____

Budget Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Budget Contact Phone Number: _____ Fax Number: _____

Budget Contact E-mail Address: _____

Accounts Payable (A/P) Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

A/P Contact Phone Number: _____ A/P Contact Fax Number: _____

A/P Contact E-mail Address: _____

**FY 2006 PROJECTED USE OF
THE ROCKY MOUNTAIN REGIONAL CASU (RMRC)
SERVICES**

Name of Customer Agency: _____
(Include Agency, Bureau and Program Office)

RMRC Customer Number: _____

<u>RMRC Service:</u>	<u>Projected Use in FY 2006:</u>
Copiers	\$ _____
Courier/Mail Service	\$ _____
Document Imaging	\$ _____
EEO Investigations & Mediation	\$ _____
Human Resource Services	\$ _____
Interagency Property Center	\$ _____
Labor Moving	\$ _____
Multi-Media Productions	\$ _____
Project/Task Support	\$ _____
Temporary Staffing Support (limited to 240 days)	\$ _____
TOTAL ESTIMATED FY 2006 USAGE	\$ _____

NOTE: This estimate will be used for planning purposes. You are not required to obligate funds until you place an order with RMRC.

FY 2006 Fact Sheet
Rocky Mountain Regional CASU (RMRC)
(Hosted by Health & Human Services/PSC)
Effective October 1, 2005

NAME: Rocky Mountain Regional Cooperative Administrative Support Unit (RMRC) (formerly FedSource-Denver)

ADDRESS: Box 25305, Bldg 41, Room 137
Denver Federal Center
Denver, CO 80225-0305

OVERNIGHT DELIVERY: 6th Avenue and Kipling Street
Denver Federal Center
Bldg 41, Room 137
Denver, CO 80225

PHONE: 303-236-1942
FAX: 303-236-0016

AGENCY LOCATION CODE: 75030030 (shared with HHS/PSC)

DUNS NUMBER: 043982318 (shared with HHS/PSC)

APPROPRIATION: 75 X 4552

TAX ID NUMBER (EIN): 53-0196960

AUTHORIZING LEGISLATION: Our organization is part of a voluntary, interagency, cost reduction initiative established in 1986 by the President's Council on Management Improvement, Executive Order 12479, dated May 24, 1984. The Health and Human Services, Program Support Center, is the host agency of the RMRC; the RMRC provides services under the authority of the Department of Health and Human Services Service and Supply Fund, 42 U.S.C. 231.

Contacts:

Susan L. Sutherland, Acting Executive Director, (303) 236-8140
Debbie Flores, Operations Manager, (303) 236-8315
Connie Williams, Marketing, Labor Moving, and Multi-Media Productions, (303) 236-9828
Forrest Simmons, Marketing, Copiers, Document Imaging, (303) 236-8106
Tammy Miller, Project/Task Support, Temporary Support, HR, EEO, (303) 236-9692
Melissa Pfau, Project/Task Support, Wellness Center, (303) 236-7438
Jerry Kerrigan, Interagency Property Center, Recycling, (303) 236-8105
Wayne Thomas, Interagency Property Center, Courier Service, Recycling, (303) 236-8318
Bret Gist, Budget & Financial Program Officer, (303) 236-8107
Chris Drake, Billing, (303) 236-8141

Rocky Mountain Regional CASU Services for FY 2006

Copier Program:

Cost = Contractor amount + RMRC fee of 5% of contractor invoice amount
Point of Contact is Forrest Simmons (303) 236-8106

Courier/Mail Service:

Cost = \$5.75 per stop
Point of Contact is Wayne Thomas (303) 236-8318

Document Imaging:

Cost = Contract amount + RMRC fee of 5% of contractor invoice amount
Point of Contact is Forrest Simmons (303) 236-8106

EEO Investigations:

Cost = Contractor amount + RMRC fee of 5% of contractor invoice amount
Point of Contact is Tammy Miller (303) 236-9692

Human Resources:

Cost = Contractor amount + RMRC fee of \$1.75 per staff hour
Point of Contact is Tammy Miller (303) 236-9692

Interagency Property Center:

Cost = \$25 per FTE for agencies located **OFF** the Denver Federal Center and
\$18 per FTE for agencies located **ON** the Denver Federal Center
Points of Contact are Wayne Thomas (303) 236-8318 and Jerry Kerrigan (303) 236-8105

Labor Moving:

Cost = Contractor amount + RMRC fee of \$2.75 per mover per hour
Point of Contact is Connie Williams (303) 236-9828

Multi-Media Productions:

Cost = Contract Amount + RMRC fee of 5% of invoice amount
Point of Contact is Connie Williams (303) 236-9828

Project/Task Support:

Cost = Contractor amount + RMRC fee of \$1.75 per staff hour.
Point of Contact is Tammy Miller (303) 236-9692

Recycling:

Cost = No cost
Points of Contact are Wayne Thomas (303) 236-8318 and Jerry Kerrigan (303) 236-8105

Temporary Staffing Support (limited to 240 days):

Cost = Contractor amount + RMRC fee of \$1.75 per staff hour
Point of Contact is Tammy Miller (303) 236-9692

Wellness Center:

Cost = \$20 per month, or \$90 for 6 month, or \$144 for 12 months
Point of Contact is Melissa Pfau (303) 236-7438